



**kendall**  
CHRISTIAN SCHOOL

*Motivate* | *Prepare* | *Equip*  
to think | to learn | to serve

# PARENT & STUDENT HANDBOOK

## 2021 - 2022

# KENDALL CHRISTIAN SCHOOL

*Kendall Christian School is a ministry of Kendall Presbyterian Church*

## Head of School

Alex Gispert

## Associate Head of School

Teresa Torralbas

## Assistant Principal

Sherril Nealey

## Financial Administrator

Georgina Lopez

## Office Manager/Human Resources

Susie Fernandez

## Operations Manager

Paul Martin

## School Board Members

Gerry Zeidler - Chairman

Trudy Lue - Secretary

Kris Roth – Finance Committee

Jim Sue – Finance Committee

Norma Foster – General Member

Diane Lee – General Member

Doug Hathaway – Finance Committee

## OUR MISSION

Through Jesus Christ, our mission is to **motivate** the next generation of independent Christian thinkers, **prepare** life-long learners, and **equip** students with Biblical truths to lead and serve in their church, community, country, and the world.

## OUR VISION

Our vision is to create a school where all students are encouraged to learn academics and life skills. We are confident our students will be prepared to face the challenges of the future, strive for excellence, and serve others for the glory of God.

## ACCREDITATION

Christian Schools of Florida

National Council of Private Schools

Independent Schools of South Florida

Florida Council of Independent Schools – *Undergoing Initial Accreditation*



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# Mission Statement, Vision Statement, and Philosophy of Education

## **Mission Statement**

Through Jesus Christ, our mission is to motivate the next generation of independent Christian thinkers, prepare life-long learners, and equip students with Biblical truths to lead and serve in their church, community, country, and the world.

## **Vision Statement**

Our vision is to create a school where all students are encouraged to learn academics and life skills. We are confident our students will be prepared to face the challenges of the future, strive for excellence, and serve others for the glory of God.

**Our Philosophy: In accordance with the overall mission and vision of Kendall Presbyterian Church, Kendall Christian School offers an education that is Christ-centered and Bible-based.** We believe that parents have a God-given responsibility to train their children to love, honor and obey God, and that it is the school's responsibility to assist parents in that proper training. The training and education a child receives at home and school should complement each other, not contradict. Consequently, even though we do not insist that parents be Christian and acknowledge Jesus Christ as Lord and Savior in their own lives, we do expect that parents will honor the goals and aims of our Christian education and not seek to undo at home what we build into the life of the child at school.

**Because of our love for God and for people, we seek to help develop young men and women who are prepared to take their rightful places in the body of Christ.** The goal of any educational institution worthy of being called Christian should be to teach students to "glorify God and enjoy Him forever" (The Westminster Shorter Catechism, Question No.1). In accordance with Kendall Presbyterian Church's doctrinal standards, our students should leave KCS knowing that they live their lives *Coram Deo* - before the face of a holy God - for His glory, the building up of the body of Christ and the advance of His Kingdom.

**Our overarching goal is best expressed in the words of the apostle Paul in Colossians 1:28-29: *And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ. And for this purpose also I labor, striving according to His power, which mightily works within me.* (NASB)**

**I. Worldview statement:** The Christian faith is more than a Sunday morning event. It is a complete way of life and a total worldview. A worldview is "the sum total of our beliefs about the world, the 'big picture' that directs our daily decisions and actions" (Chuck Colson, *How Now Shall We Live?*, p.14). KCS stands on and proclaims historic, biblical Christianity, and embraces the foundational doctrines of the Protestant Reformation: *sola Scriptura* (the Bible as our only infallible authority in matters of faith and practice); *sola fide* (only faith); *sola gratia* (only grace); *sola Christos* (only Christ). **Our goal is to train and produce young men and women who hold knowledgeably to a Christian worldview and live lives that reflect commitment to the Lordship of Jesus Christ in every area of life.**

This commitment to Christ and a Christian worldview defines and gives direction to every aspect of our school's existence.

**II. Academic Development:** Paul admonishes us in Romans 12:2: *Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good, pleasing and perfect will.* (NIV) Our teachers, administrators, and all of us associated with KCS see ourselves as agents of this transformation in our students' lives, used by God in the process of helping them become more and more of what God intends them to be – in other words, more Christ-like. **In turn, our goal and prayer is that our students will themselves become agents of Christian transformation in their homes, schools, communities, and ultimately their families, jobs, and our culture at large.**

**A. In the Sciences:** Only the Judeo-Christian worldview could have given rise to what we know as the modern, scientific enterprise. It begins with the biblical doctrine of Creation (Genesis 1): that the universe was brought into being *ex nihilo* (out of nothing) by a wise, powerful, and benevolent Creator. Therefore, Christians believe that the universe is run by laws, and that these laws are orderly, predictable, and discernible by man because they were given by a divine Lawgiver. Therefore, it is not only possible but worthwhile to investigate the physical universe. **KCS seeks to encourage students to use the minds God has given them to inquire into the truths of the physical universe, and to use this knowledge for God's glory and the benefit of mankind.**

**B. In Mathematics:** The famous astronomer Galileo once said that the book of nature is written by the hand of God in the language of mathematics. Seventeenth century mathematician and philosopher René Descartes said the mathematical laws sought by science were legislated by God in the same manner as a king ordains laws in his realm. **At KCS, we teach mathematics as one more way in which God has revealed Himself to us, one more facet of the orderliness of Creation.**

**C. In the Arts:** The classical understanding of the arts is that they are “a powerful means of communicating something significant about reality, a means of representing truth” (Chuck Colson, *How Now Shall We Live?*, p.441). Art has historically been seen as a means of reflecting something of the beauty and orderliness of Creation. **KCS students are encouraged to see music and art not just as means of *self-expression*, but for expressing something of the goodness of God and His creation.**

**D. In Language Training:** “In the beginning was the Word ... ” (John 1:1). Our God is a

communicating God. Because we are created in His image, we are communicative beings. Language is one of His highest gifts to us, and needs to be studied and understood as such. **KCS students are taught that excellence and clarity in verbal and written communication, both in English and Spanish (and other languages), honors Him.**

- E. In Social Studies:** The Bible addresses many issues of social concern, including the proper role of government and Christians' involvement in government (e.g., Nehemiah and Daniel). It does not advocate a specific economic system, but commends hard work, Frugality, and good stewardship as well as the necessity and goodness of the Sabbath. **KCS students are encouraged to think biblically about social, political, and economic issues, not to blindly follow any political party or candidate.**
- F. In History:** Christianity is a historical faith. The Bible is the story of how God has acted in real events in the lives of real people in order to redeem fallen humanity back to Himself. The Old Covenant people of God, the nation of Israel, frequently paused to review God's many acts of faithfulness and deliverance on their behalf. Unlike other worldviews that see history as endlessly cyclical and meaningless, the Christian view of history is linear: it has a beginning and will have an end, and in between those two points, God is working out His purposes in the world. History is one more way – and one of the most important – in which God reveals Himself to us. **KCS students study history not just to memorize dates and places, but to discern God's work in the world and His unfolding plan of redemption.**
- G. In Computer Technology Training:** We live in an increasingly technological world, and the computer has, without question, changed the way we live forever. Computers have improved many aspects of life; they have also opened the door to a number of evils. **It is essential that KCS students acquire basic computer literacy. It is even more essential that they understand proper and improper uses of computer technology, and that they maintain a balanced perspective on the role it should play in their lives.**
- H. In Physical Education:** The same God who created us as intellectual, emotional, and volitional beings also created us as physical ones. Christianity teaches that our bodies are good. God even pays our bodies the ultimate compliment of being able to become the dwelling place of the Holy Spirit when a person receives Christ as Lord.

**Accordingly, physical education at KCS aims to develop both healthy bodies and healthy attitudes toward our bodies through exercise, sports, and health education.**

**III. Character Development:** Plato said the reason we educate people is “so that they become ... good person[s], because good persons behave nobly.” Christianity is not merely a philosophy, a moral system or a code of ethics. It encompasses all of those, but *it is a total way of life based on a personal relationship with God*. It is a complete submission of ourselves: heart, soul, mind, body, and will to the Lordship of Jesus Christ. **KCS seeks to produce young people of integrity who love God and love others as Jesus commanded, and live their lives well in response to His love and mercy.**

**IV. Social Development:** God created us in His image as social creatures. We are therefore to treat one another with dignity and respect, knowing we are fellow image-bearers of God. At the same time, we also recognize that we are sinners who fall far short of God’s glory. We live our lives within the tension between these two realities. **At KCS, we seek to encourage and develop those aspects of our relationships with one another that honor and glorify Him and build up each other, and hold each other accountable in those areas in which we fall short. Teachers, administrators, and other adults involved in the lives of our young people are expected to model positive, wholesome, Christ-like relationships with one another.**

**V. Spiritual Development:** Everything we do at Kendall Christian School is designed to enhance the spiritual development of our students: the use of the Bible throughout our curriculum, chapel services, Spiritual Emphasis Week, special events, etc. We do not define spiritual development narrowly: cognitive grasp of Bible data, chapel attendance, retention of memory verses, etc.; nor legalistically: external adherence to a man-made set of rules (do’s and don’ts, mostly don’ts). We define it, again, in Paul’s terms in Colossians 1:28-29: *And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ. And for this purpose also I labor, striving according to His power, which mightily works within me.* **At KCS, we strive to present to the world students who are complete in Christ.**

**KCS is committed to continuous school effectiveness and school improvement as a part of our accreditation process.**

## **ACCREDITATION**

Christian Schools of Florida – *Fully Accredited*  
National Council of Private Schools – *Fully Accredited*  
Independent Schools of South Florida – *Fully Accredited*  
Florida Council of Independent Schools – *Undergoing Initial Accreditation*  
Florida Kindergarten Council – *Undergoing Initial Accreditation*

## **PARENTAL INVOLVEMENT**

It is no secret that children enjoy optimal academic success when parents and teachers cooperate in the educational endeavor. Kendall Christian School believes strongly in the home–school partnership. We look forward to this coming school year and ask you to be involved with us in your child’s schooling in the following manner:

### **Prayer**

Pray for your child(ren) and for the faculty and staff at Kendall Christian School.

### **Communication**

We encourage you to stay in regular communication with your children’s teachers. Conversations at the close of the school day, notes, emails, and telephone messages all provide avenues of communication.

### **Participation**

There will be frequent opportunities for parents to participate in school activities. We will often be soliciting your help in assisting with special projects or events, in chaperoning students on field trips, and in supporting us in fund–raising activities. All visitors to the school, during the school day, must stop by the main office to sign in.

Please feel free to make suggestions or share ideas with teachers and the administration on ways we can improve our school. Email the school administration at [admin@kendallchristian.com](mailto:admin@kendallchristian.com).

Please stay involved in your children’s school life. We also want to encourage parents to be regular in your church attendance. It is important for children to see their parents setting the example in this area of life. If you do not have a church home, we encourage you to begin visiting Kendall Presbyterian or any other local church fellowship and become an active member.

## **PARENT TEACHER FELLOWSHIP - PTF**

The PTF is a volunteer organization of KCS parents and teachers who have established the following goals:



- To serve Jesus Christ by working in accordance with the Kendall Presbyterian Church Session and KCS School Board
- To foster fellowship of the KCS community
- To raise funds for school improvement
- To provide support for teachers, parents, and students
- To provide community goodwill

We hope all parents will make an effort to be involved with our PTF program.

**PTF Email Contact:** ptf@kendallchristian.com

## **PARENT COMMITMENT**

Please review the following Statement of Commitment carefully. **All parents will need to sign the Handbook Agreement section of the Parent and Student Agreement/Acknowledgement Form as part of their registration process.**

### **STATEMENT OF COMMITMENT**

1. I agree to support the spiritual, academic, dress, and disciplinary standards of Kendall Christian School.
2. I am willing for my child(ren) to receive training in the Bible and will support the school in its endeavors to encourage and to guide my child(ren) in applying those teachings to his/her life.
3. The administration has full responsibility for placing my child(ren) in the proper grade and class.
4. I will assume the responsibility for my student's education by having my child(ren) report punctually to school each day (except in cases of illnesses), by supervising homework, and by keeping in regular contact with my child(ren)'s teachers.
5. Though corporal punishment will not be administered, the teacher has full discretion in administering classroom discipline in a loving, Christian way.
6. I will support, to the best of my ability, the school's entire program through prayer, time, and financial gifts.
7. I will attend Parent-Teacher Fellowship events and will participate in at least one fund-raising program per year.
8. I understand that the school reserves the right to dismiss any student who consistently refuses to cooperate with his teachers or whose parents/guardians are unable to meet tuition obligations.
9. I agree to abide by the financial obligations described below.

### **FINANCIAL OBLIGATIONS**

The Kendall Christian School Board and staff work very hard to keep the cost of educating your child(ren) as affordable as possible, while still providing a quality, loving, Christ-centered education in a positive atmosphere.

**Our school is run primarily on student tuition and with the help of donations. Therefore, it is imperative that we receive your tuition on time and that your account is kept current. If there are extenuating circumstances that prevent you from fulfilling this obligation, please come to the school office and speak with the School Financial Administrator. We want to work with you in this matter. Thank you for your cooperation.**

**TUITION PAYMENTS:** Tuition is due on the first of each month and must be paid in full by May 1, 2022. It is imperative that we receive your tuition on time and your account is kept current. If there are extenuating circumstances preventing you from fulfilling this obligation, please contact the accounting office. **Payments are applied to the oldest charges first.** All fees and tuition payments are non-refundable.

**Automatic ACH Payments:** All published tuition rates reflect a \$10 monthly discount per student for enrolling in ACH automatic payments. Accounts NOT enrolled in the ACH automatic payments will show an **additional \$10 monthly** in the tuition amount.

**Credit Card Auto Payments:** Parents may choose to enroll in automatic payments with a credit card and pay a convenience fee of 3.2% (non-swipe rate) of the total of the transaction.

**Swiped Credit Card Payments:** A 2% credit card convenience fee will be added per transaction for families not enrolled in any Automatic Payments. Card swipe transactions need to be made in person in the Finance Office during the hours of 8:00 a.m. – 9:30 a.m. or 2:30 p.m. – 4:00 p.m.

**LATE PAYMENTS:** A late fee of \$50.00 will be charged **per student** on **past due balances** paid after the 5<sup>th</sup> of each month. If an account should face more than 10 days past due, the following action will be taken:

- Student(s) will be suspended if payment arrangements have not been made.
- Student(s) will not be allowed to participate in After School Activities or ASC if payment has not been received on time.
- Student report cards, test scores, yearbooks and/or transcripts will not be released until financial accounts are in good standing.
- Those parents paying either the annual or semi-annual plan, must pay by the due date. Failure to do so will result in the loss of the annual or semi-annual discount.
- Returning students may not register for the coming school year unless their account is in good standing.

**NOTE: REPORT CARDS AND STUDENT RECORDS WILL NOT BE RELEASED UNTIL ALL FEES ARE PAID.**

**RETURNED ITEMS:** If checks or ACH-automatic payments are returned unpaid, the KCS Accounting Office will take the following action:

- Automatically redeposit the check / reprocess the ACH-automatic payment and charge a \$50 return fee.
- If a payment is returned a second time, a second return fee of \$50 will be charged and payment must be made in cash to the KCS school accounting office.

- If any payment on the account is returned a third time, a third return fee of \$50 will be charged, and ALL remaining payments for the school year must be made in cash or cashier's check.

**WITHDRAWALS:** To withdraw a child from school, each custodial parent must complete and sign a Student Withdrawal Form and, if applicable, a Scholarship Attendance Form, both of which will be emailed to you upon request. It is the responsibility of the parents, not the teachers, to notify the school office to complete the proper withdrawal forms and to clear the billing account with the finance office. Parents will continue to be responsible for tuition and fees until all appropriate forms are completed and received by the accounting office. Report cards and/or transcripts will not be released until the account is in good standing.

### **OTHER SCHOOL FEES & ITEMS:**

Annual Payment: 5% discount – Full tuition amount must be paid by July 1, 2021.

Semi-Annual Payment: 2.5% discount – Advanced five-month payment, 50% due by July 1, 2021 & 50% due by Dec. 1, 2021.

Academic Honors Program: \$2,000.00 with a 5% annual discount or \$200.00 a month for 10 months. Enrollment is based on academic eligibility.

Elementary Student Fees: Curriculum Fee of **\$350.00 due September 1, 2021** and School Improvement Fee (per family) **\$350.00 due June 1, 2021.**

Yearbook: All families of students in K2 - 5<sup>th</sup> grade will receive one yearbook, at no additional cost, per family and it will be distributed at the end of the school year. If you plan on ordering additional yearbooks, please contact the Finance Office by October 25, 2021. Additional yearbooks are \$55.00 each. No cancellations after October 31, 2021.

Monthly Statements: Statements are emailed monthly by the 25<sup>th</sup> day of each month June – May.

### **III. WITHDRAWALS**

#### **A. Withdrawal Procedure**

If it becomes necessary to withdraw your child(ren), please follow these steps:

1. Notify the office immediately in writing or by email.
2. Fill out all necessary withdrawal forms provided by the office.
3. Pay all tuition and fees due through the end of the month of withdrawal. Tuition is not refundable.
4. If final payment is made by check, the check must first clear the bank prior to records and report cards being released.

#### **B. Failure to Follow Withdrawal Procedure**

1. Notifying only your child(ren)'s teacher is not sufficient. You will be responsible for tuition until the school office has been notified in writing and all necessary

- documentation has been completed by custodial parents.
- No report cards or records will be released until all fees are paid.

## REPORT CARDS AND GRADING SCALES

**Preschool K2 - K4** will receive beginning, midyear, and end-of-year progress reports. Grading is for mastery of specific skills. Examples: letter identification, numbers, colors, days of week, etc.

### Grading Scale K2 - K4

E	Excellent (Mastery)
S	Satisfactory
N	Needs Improvement
DA	Does Not Apply

**Kindergarten – 5<sup>th</sup> grade** will receive quarterly report cards throughout the school year. Students will be given both academic and conduct grades.

Academic Grade Scale		Conduct Grade Scale		Effort	
A+ 100	C 78-75	1	Excellent	O	Outstanding
A 99-95	C- 74-70	2	Good	S	Satisfactory
A- 94-90	D+ 69	3	Fair	N	Needs Improvement
B+ 89	D 68-65	4	Poor	U	Unsatisfactory
B 88-85	D- 64-60				
B- 84-80	F 59 and below				
C+ 79					

### **Honor Roll (1<sup>ST</sup> – 5<sup>TH</sup> GRADE)**

To be eligible for the Honor Roll, students in first – fifth grade must have either an A or B grade in all subjects and must also maintain an O or S in conduct.

### **Principal’s Honor Roll**

This certificate is awarded as of the 2<sup>nd</sup> quarter to students consecutively maintaining the Gold Honor Roll throughout the second, third, and fourth quarter.

### **Gold Honor Roll**

This certificate is awarded each quarter to students with all “A” grades in all subjects and conduct.

### **Silver Honor Roll**

This certificate is awarded each quarter to students with all “A or B” grades in all subjects and conduct.

Please be advised, a student who exceeds 7 or more unexcused tardies per 9 week grading period will not be eligible for honor roll and other disciplinary measures may be taken.

## ARRIVAL AND DEPARTURE

## I. Arrival

### A. Drop Off Policy

1. Any unsupervised students in grades K3 - 5<sup>th</sup> arriving between 7:00 a.m. and 7:45 a.m. must go to the Art Room (Room 27) for morning care. K2 students must go to Room 20. A fee of \$5.00 per child per day will be charged. Parents must sign their child in.
2. All students, in any kind of morning care, will be dismissed to their classrooms at 7:45 a.m.
3. No student may be on campus before 7:00 a.m.

### B. Tardy Policy

KCS believes that teaching children punctuality is important. **Parents need to be aware of the following policy and abide by it.** Students arriving late to school must be accompanied by a parent in order to receive a tardy slip.

#### Excused Tardies:

1. Students are permitted 3 excused tardies per grading period.
2. Starting with the 4<sup>th</sup> tardy during a 9 week grading period, only a doctor's note will be counted as an excused tardy.

#### Acceptable reasons for excused tardies:

- Doctor/Dentist Appointment
- Illness

#### Unexcused Tardies:

1. **Students in grades K3-5<sup>th</sup> grade with 20 or more unexcused tardies during a school year will NOT be allowed to re-enroll at KCS for the upcoming year.**
2. A student who exceeds 7 or more unexcused tardies per 9 week grading period will not be eligible for honor roll and other disciplinary measures may be taken.

#### Unacceptable reasons for excused tardies:

- Oversleeping
- Traffic

*Please be advised, tardies and absences are reflected on your child's report card. Excessive tardies and absences can jeopardize your child's future admission into many feeder schools.*

**Our school day begins promptly at 8:00 a.m. Gates will be closed at 8:00 a.m. and any child (K3 through 5<sup>th</sup> grade) arriving after that time must then proceed to the office for an admit form before entering school grounds. Students arriving after 11:30 a.m. will be marked absent. VPK (K4) students have specific attendance policies. See VPK Parent Agreement.**

## II. Departure

### A. Dismissal Times

1. Preschool (K2 - K4) 3:00 PM
2. Elementary (K5 - 5<sup>th</sup>): 3:15 PM
3. Every Wednesday (K2 - K4) 2:15 PM

4. Every Wednesday (K5 – 5<sup>th</sup>)

2:30 PM

### **B. Student Pick-up Procedure**

1.
  - a. Students in K2 through 5<sup>th</sup> grade may be picked up from their classroom at dismissal time or through the carpool lane for elementary students only.
  - b. Students not picked up by their dismissal times will be sent to aftercare.
  - c. K4 VPK students must be signed in/out following VPK contracts and agreements.

### **2. Authorized Persons**

In order to pick up a child from the classroom, the person picking up has to be:

- a. the parent or guardian of the child
- b. someone listed on the child's authorized pick-up list,
- c. or a person authorized in writing or by email by the parent. Verbal authorization over the phone is not acceptable. This person must present a valid driver's license as a form of identification.

### **3. Early Pick-Up**

If for any reason you must pick up your child before the normal dismissal time, you **must** sign your child out of school in the office.

Please advise your child's teacher ahead of time. This will allow the teacher the time needed to gather papers, etc, for your child before he/she is picked up and will be less disruptive to the class.

The child must be signed out in the office and then picked up at the classroom door. ***NO** children will be dismissed to the pick-up area during school time.*

## **AFTER SCHOOL PROGRAM**

Fifteen minutes after dismissal times, the classroom teacher will sign-in remaining students to the after school program. All parents must sign the after school care journal when the child is picked up.

### **Program Hours:**

Morning Care	7:00 a.m. – 7:45 a.m.
Aftercare:	
K2 through 5 <sup>th</sup> Grade	3:30 p.m. – 6:00 p.m.
<i>Wednesday Dismissal (K2-5<sup>th</sup>)</i>	2:45 p.m. – 6:00 p.m.

**AFTER SCHOOL CARE (ASC):** All students (K2-5<sup>th</sup> Grade) are required to enroll in either of the After School Care Programs, in the event the student must stay after school hours. There are two ASC Programs to choose from:

- (1) Pre-paid Program August through May 3:30 p.m. – 6:00 p.m.

- K2 - 5<sup>th</sup> grade, \$130.00 monthly

Parents wishing to enroll students in the Pre-paid ASC program may check the appropriate box

on the 1<sup>st</sup> page of the Financial Agreement Form. Parents registering students in the Pre-paid ASC program will be billed at the beginning of each month (with tuition). If your tuition plan is annual or semi-annual, you may request for ASC to be billed as such.

(2) Pay As You Go Program (PAYG):

- Morning Care, 7:00 a.m. – 7:45 a.m. at a **flat fee of \$5.00**
- Afternoon Care, at a **flat fee of \$15.00 per day**.

Any child not picked up at dismissal will be sent to ASC and the Pay as You Go Program will apply. Parents using the PAYG program will be billed each month for the days the child attended ASC in the previous month.

Parents wanting to change enrollment in an ASC program must give a 15-day notice prior to the upcoming month to take effect on the new month. The Pre-Paid Program cannot be restarted once cancelled.

**Other ASC Charges:**

- **Late Pick Up Fee** - You will be charged \$15 for every portion of a 15-minute increment after 6:00 p.m.
- **Failure to Sign-Out Fee** – A fee of \$5.00 per day will be charged to your account for every day a time and/or signature are omitted from the sign-out sheet.

**After School Activities**

Students who are enrolled in after-school activities may be dismissed to their parents after the activity or to after school care. Regular sign in/out procedures apply.

## **ATTENDANCE AND ABSENCES**

### **I. Valid Absences**

Consistent attendance at school is vital if children are to gain maximum benefit from their education. However, Kendall Christian School recognizes the fact that there are times when children need to be absent from school, such as in the event of:

- illness
- medical appointments
- family emergencies
- church retreats

Parents are discouraged from keeping their children out of school for other reasons, such as family trips. School work can be provided by the teacher in the event of a planned absence. Three to five days provide the teacher time to prepare copies, assignments, and homework. Since the school calendar affords many days of vacation, parents should try to plan family activities that coincide with the school calendar. VPK parents should follow the VPK absence policy listed on the VPK Parent Agreement.

### **A. Procedure**

In the event of a valid absence:

1. Parents must notify the school office by 8:30 a.m.
2. The child must bring a written note to the teacher explaining the absence once he/she returns or a note from the child's doctor, if the absence was due to an appointment.
3. If a doctor's appointment requires that the child be taken out of school during normal school hours, the parent must sign the child out through the KCS office. If they return to class that same day, the parent must sign the child back in and obtain an admit form.

#### **B. Make-Up Assignments**

When students have valid reasons for being absent from school, the following guidelines will be in effect regarding make-up work:

1. We understand that children must first recuperate from their illness and complete missed school work after they are well.
2. When children are absent from school, the classroom teachers will provide needed materials for parents to pick up and also determine a reasonable plan for making up missed assignments and work. **One week** should be sufficient to complete missed assignments.
3. Students who are absent for any reason, in addition to asking their classroom teacher for the "make-up work packet" should also ask **specialty teachers** (Science, Computer/Library, Art, Music, Music and Movement, P.E.) whether there are any assignments to make up. Parents should be made aware that specialty teachers often grade in-class assignments or labs, and it is essential that the parent/student pick up the missed work.

#### **C. Illness – When Can a Student Return to School?**

1. All students must be **fever-free for 24 hours** before returning to school.
2. **A doctor's note must be provided** after the 3<sup>rd</sup> consecutive absence in order to return to school.
3. Students with any type of infectious illness or condition, such as viruses, childhood communicable diseases, infections of the skin or eyes, or head lice, must receive proper treatment from a physician before returning to class. Please notify the school in the event of these illnesses so that others can be informed to watch for symptoms.

#### **D. Excessive Absences**

Students with 10 unexcused absences or students missing more than (18) days of school in a school year may not be promoted to the next grade and will not be eligible for re-enrollment.

#### **E. VPK Absences**

VPK students will need to follow the Absence Policy outlined In the VPK Parent Agreement. Those students enrolled in our VPK Program must read and sign the VPK Agreement which explains the tardy and absence procedure for VPK.

### **STANDARDIZED DRESS CODE**

#### **I. Philosophy**



At Kendall Christian School, we believe that parents are responsible to God for teaching their children in every area of life, including the matter of dress. We are looking to you, the parents, to make certain that your children come to school attired in accordance with Biblical principles.

We believe that cleanliness, personal appearance, and modest dress are very important in setting the pattern of school and social conduct. All clothing should be modest, clean, well-fitting, and in good repair. We believe there is a close relationship between pupil dress and pupil behavior. Our standardized dress code is established to remind parents and children that KCS students are to be dressed neatly and in good taste at all times.

We want this code to reflect our desire to please our Lord and follow His word.

## **II. Where to Purchase Uniforms**

Our school has a contract with Dennis Uniform to provide the **shirts** for our students. They are located at 8807 SW 132 Street, Miami, FL 33176. You can reach them at 305.254.0000. Dennis Uniform has a copy of our student dress code for easy shopping. Uniform shirts must be purchased from Dennis Uniform **ONLY** (with the exception of on-site uniform sales). Visit the Dennis Uniform website at [www.dennisuniform.com](http://www.dennisuniform.com). Uniform bottoms can be purchased at Dennis Uniform Store.

## **III. Required Attire (Preschool – 5<sup>th</sup> Grade)**

### **A. Girls:**

#### **Tops:**

Polo shirt with short or long sleeves in turquoise, royal blue, fuchsia, and red **ONLY**. Shirts must have the KCS logo from Dennis Uniform.

#### **Bottoms:**

Shorts, skorts, slacks, and skirts (must be worn with shorts underneath) in navy and/or khaki. Bottoms must be from AA Uniforms Store.

### **B. Boys:**

#### **Tops:**

Polo shirt with short or long sleeves in turquoise, royal blue, fuchsia, and red **ONLY**. Shirts must have the KCS logo applied at Dennis Uniform.

#### **Bottoms:**

Shorts and slacks in navy and or khaki **NO** Cargo pants or shorts. Bottoms must be from Dennis Uniform Store.

### C. Chapel Attire

Chapel attire for students in grades Kinder – 5<sup>th</sup> is required on all chapel days and on other special occasions to be announced. Chapel shirts must be tucked in.

### D. Winter Wear for Girls and Boys

Outerwear should be Dennis Uniform navy blue sweaters or jackets with the school logo.

## IV. CLOTHING REGULATIONS:

1. Clothing should not be oversized or undersized.
2. Shorts, skorts and skirts. Skirts should not be shorter than **4 inches** from the back of the knee, no longer than **1 inch** below the knee.
3. **Shoes and Socks:** Sneakers are preferred. No sling-back or clog-type shoes, no Heelys, no open-toed shoes (i.e., sandals or crocs), and no heels. Socks must be worn, either white or coordinating colors. **K2-K4 must wear Velcro only shoes. No shoe laces.**
4. Belts are required for boys and girls, if shirts are tucked in.
5. Shirts may be untucked if they are properly fitted with the exception of chapel attire. No oversized shirts may be worn untucked.
6. On chapel days, elementary students must tuck in the chapel shirt and wear a belt, if pants have belt loops.
7. Visors or baseball caps may be worn outside only for protection from the sun.
8. KCS T-shirts, purchased from PTF, will be allowed on designated days.
9. Jeans or school uniform shorts may be worn only on Fridays with a KCS T-shirt.

## IV. NEATNESS

Clothing must be clean, in good repair and properly sized.

## V. HAIR AND JEWELRY

1. Boys' and girls' hair must not be long enough to obstruct vision in any way. Boys' hair must be off the collar. All (boys/girls) hair styles must be neat.
2. Modest jewelry, earrings, and rings are permitted. Please do not wear any heirloom pieces or expensive jewelry to school.
3. Trendy hair styles are not permitted. Example: no Mohawks.
4. Hair should be clean and neatly styled and not be long enough to obstruct vision in any way. Hair colors with natural hues are allowed, all others are not permitted. Boys' hair must be neatly combed, the length should not reach over the collar line of a dress shirt, and should show at least half of the ears.

*Changes in these guidelines are at the discretion of the Kendall Christian School Administration.*

## IV. DRESS CODE VIOLATIONS

Students who do not adhere to the above uniform regulations will be violating school policy which may result in consequences.

1. All uniform violations will be documented on RenWeb by the homeroom teacher. After 3 uniform violation notices within a nine-week period, the students' conduct grade will be affected by one letter grade.
2. Students with excessive uniform violations will be sent to the office and will not be permitted to attend class unless dressed in proper uniform attire.

## **MEDICAL GUIDELINES**

### **Contact Information:**

School Nurse: Mrs. Robyn Hathaway

[rhathaway@kendallchristian.com](mailto:rhathaway@kendallchristian.com)

(305) 271-3723

### **I. Clinic**

A well-equipped clinic, located in the church lobby, is maintained for the use of all students during school hours under the supervision of a registered nurse. Care is administered for minor injuries according to the Guidelines for School Health Rooms established by the Florida State Board of Health. First aid will be administered; however, no medication will be given without a physician's and parent's consent. Students with any type of infectious illness or condition such as childhood communicable diseases, infections of the skin or eyes, etc. must receive proper treatment from a physician and be checked by the school nurse before returning to class. In case of surgery, fractures, or prolonged illnesses, a note from the physician should be presented to the school nurse regarding any limitation of activities or special considerations. If a student is unable to return to class, arrangements will be made for him/her to be sent home according to information on the parent provided contact list. Ill students must be picked up **within 30 minutes** by the parent/contact being notified. If students are not picked up within the 30 minute window, the respective parents will be charged a \$1.00/minute thereafter. We do not have the facilities to care for children who are ill. REMINDER: STUDENTS SHOULD BE FREE OF A FEVER (WITHOUT FEVER REDUCING MEDICATION) FOR A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.

### **II. Health Forms**

Florida School Health Administrative Guidelines, Section III, chapter 9 and, *Florida Statutes*, and Rule 64D-3.046, *Florida Administrative Code* require that all students' administrative files be complete with the following forms prior to entering the classroom:

- a) Florida Student Health Examination Medical Form DH 3040 (issued by a physician)

b) Florida Certificate of Immunization Form DH 680 (issued by a physician)

Our files are subject to inspection by the Miami-Dade County Health Department after the first day of school; therefore, students must have the required forms in order to attend school. No student will be allowed in school without up-to-date documentation. See the school nurse for more information. **NO SHOTS, NO SCHOOL, NO KIDDING!**

All students who are entering, attending, or transferring to a public or private school in Pre-kindergarten through 12<sup>th</sup> grades must have a completed Florida *Certification of Immunization* Form DH 680, Part A, B, or C; or a Religious Exemption Form DH 681 from the Florida Department of Health. For additional information regarding the Florida *Certification of Immunization*, DH 680 Form, you may contact your local county health department via <http://www.doh.state.fl.us/chdsitelist.htm>.

Students entering, attending or transferring to grades **Pre-K, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup>** for the first time in a Florida public or private school will be required to have **one dose of the varicella (chicken pox) vaccine.**

Students entering, attending or transferring to **Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> grade** in Florida public or private school will be required to have **two doses of the varicella (chicken pox) vaccine.**

The varicella (chicken pox) vaccine is not required if the student has documented medical history confirming that he/she has previously been infected with varicella. Students who have been retained in 3<sup>rd</sup> grade must obtain two doses of the varicella vaccine for the 2016-17 school year or show documented history of a previous varicella infection.

**A fifth dose of poliovirus vaccine is required if the fourth dose was administered prior to the fourth birthday.** If the third dose of poliovirus was administered after the fourth birthday, a fourth is not needed. Please note that the *Certification of Immunization* (DH Form 680) has been updated to provide a space to document a fifth dose of poliovirus vaccine as needed.

The Hepatitis B vaccine three dose series is required for students enrolling/attending a Florida public or private school in Pre-Kindergarten through the 12<sup>th</sup> grade.

In accordance with Florida Statutes, all Pre-Kindergarten through 12<sup>th</sup> grade students must submit documentation verifying that a School Entry Health Examination was performed within the 12-month period preceding initial entry into a Florida public or private school. More information regarding the School Entry Health Exam is available at [http://www.doh.state.fl.us/Family/School/parent/parent\\_info.html](http://www.doh.state.fl.us/Family/School/parent/parent_info.html).

No student will be allowed in school without up-to-date documentation. Only original documents are accepted.

### **III. Emergency Procedure/Legal Consent Card**

The Emergency Contact Sheet must be completed and returned to the school before the first day of school. The contacts listed on the Emergency Procedure portion of the card should be persons who are usually available in the event that your child needs to be picked up from school because of illness or injury. **It is important that all phone numbers be kept current.** Please pass by the school office to make changes.

#### **IV. Illness or Injury**

If your child becomes ill or injured during the school day, he/she will be brought to the church lobby for evaluation with the school nurse. Other than minor cuts, scrapes, bumps or bruises, you will be contacted immediately.

#### **V. Special Medical Conditions**

Some students have medical conditions such as diabetes, asthma, seizures, or severe allergies which might necessitate special attention during school hours. It is sometimes desirable for these students to have medicine held in the clinic by the nurse for use in an emergency when immediate treatment is essential for the well-being of the child. Please notify the school nurse for any special medical condition. It is essential that this information and medications be on file for the student.

#### **VI. Medication Policy**

If your child is to receive any medication at school, a Medication Authorization Form must be completed and signed by a parent and a physician. The form must be completed and signed for students to receive Over-the-Counter (OTC) and prescription medications. The form includes a list of the OTC medications that are available in the clinic. The Medication Authorization Form can be picked up at the front office or emailed upon request. No medication (OTC or prescription) will be given without a completed and signed form on file in the Nurse's Office.

#### **PHONE PERMISSION IS NOT ACCEPTABLE.**

Prescription medications must arrive in its container with the original, unaltered prescription label attached. The label must display all legal information required for a pharmacist to dispense a prescription medication such as valid issue and expiration dates, the patient's name, the medication name and dosage instructions, and the doctor's name. Over-the-counter medications must arrive in the original store-issued container. Please take the time to label the container with your child's name and birthdate, the date you send the medication to school, and dosage prescribed by the doctor. Medications and orders must be renewed at the beginning of each school year.

#### **VII. Toileting and Contenance**

Students entering K3 are required to be toilet-trained prior to the beginning of the school year.

#### *Definition of being toilet-trained*

*"A child is considered to be toilet-trained when he or she initiates going to the bathroom and can adjust clothing necessary to urinate or have a bowel movement."*

KCS recognizes that students may have odd “accidents,” but not routinely as part of the day-to-day personal care. All students should carry an extra change of clothes in their bookbags. If a child:

- A. has one accident, we can help them change out of dirty clothes, but will not “wipe” them clean. If he/she is unable to clean themselves, then a parent will be called to do this.
- B. has a second accident (within the semester), parent will be called to come and assist the student or take them home to be cleaned up. He/she may return to class after.
- C. Has a third accident (within the semester), our Preschool Director will notify parents and work out a plan for additional toilet training time at home. Parent will have 3-5 days at home to allow time to work with the student.

### **Staff Responsibilities**

Support staff will not be expected to undertake tasks associated with changing children who are incontinent, except under exceptional circumstances, such as when the child is clearly unwell or has a disability/medical condition. In the interests of health and safety, it is unreasonable for staff to be expected to change a child who regularly soils. School does not have staffing levels to accommodate support staff regularly leaving the class to attend to an individual’s hygiene.

If a child is not toilet-trained because of a disability or medical condition, the school nurse will communicate with the parents and the student’s health-care provider to develop an Individualized Health Plan (IHP) to accommodate this student while in school. We will treat all incidents, where a child soils, with dignity and respect for the child.

## **COUNSELING AND GUIDANCE PLAN**

All students and/or families in need of counsel as a result of special needs/services, behavioral concerns, or family issues will be immediately directed to our School Nurse who will refer the student or family to the appropriate support person. At that time, she will determine the best course of action which may include some/all of the following:

- Conference with the teacher
- Conference with the student
- Conference with the Head of School, Associate Head of School, or Assistant Principal
- Note home to parents
- Phone call to parents
- Conference with the parents
- Referral to therapist/specialist/authorities, if necessary (*referral contacts listed below*)
- Written recommendation/records submittal to therapist/specialist
- Meeting with teacher, students, parents, specialist
- Development of written plan of action including all parties
- Follow-up meeting(s) with all parties
- Recommendations for adjustments to the plan of action based on progress

- Recommendation for continued services and/or possible continued enrollment in our school based on progress

Immediate Contact and Liaison:

Mrs. Robyn Hathaway, RN

On Campus Support:

Mrs. Alani Falcon, MS Psychology (*Preschool Social/Emotional*)  
 Mrs. Yvette Scheer, MS Psychology (*Preschool Social/Emotional*)  
 Dr. Kent Keller, Campus Pastor (*Family Support Emotional / Spiritual*)  
 Mr. Alex Gispert, Head of School (*Elementary Academic / Behavioral*)  
 Ms. Teresa Torralbas, Associate Head (*Preschool Academic / Behavioral*)  
 Mrs. Sherril Nealey, Assistant Principal (*Elementary Academic / Behavioral*)

Off-Campus Support:

Wellspring Counseling Center  
 Mrs. Christina Oleachea, School Psychologist  
 Mrs. Miriam Jordan, Educational Therapist

## **PARKING AND TRAFFIC**

Please refer to the “Parking and Traffic Map” included in this handbook as you review the following parking and traffic guidelines.

### **I. Parking**

#### **A. Location**

Please follow the parking signs and the notated parking areas for KCS families. We ask you not to park in areas designated for visitors, office staff or Infant/Toddler.

#### **B. Safety Concerns**

1. **Car identification decals are available in the main office. The decals must be displayed on your rear view mirror at all times.**
2. **Do not leave child(ren) unattended in cars. It is unsafe! Do not ask our school security guard or safety patrols to watch your child(ren) in the car.**
3. **Do not leave valuables (purses, cellular phones, cameras) visible in your car. We cannot be responsible for any misplaced or stolen items.**
4. Surveillance cameras are located at the front and back gates and throughout the campus.
5. For the safety of our families, please do not use your cell phone as you enter or leave the school campus.
6. Drive **slowly** in the parking area. There are children everywhere.

### **II. Traffic**

### **A. Traffic Pattern**

Please review the traffic pattern. There is only one-way traffic on the second street past the portable just north of the building. Please go to the second street and follow the signs if you intend to park. The first street past the portable is for student drop-off only.

School speed signs have been posted along 112<sup>th</sup> Street & 110<sup>th</sup> Street to reduce traffic speed to 15 MPH during arrival and dismissal times. Please observe this school zone, as it is there for the safety of your children.

The back gate will remain closed during non-dismissal and arrival hours. This is for the safety of your children.

We ask you to follow the traffic pattern to make arrival and dismissal as safe as possible. **PLEASE PROCEED SLOWLY through the parking lot.**

### **B. Pedestrian Traffic**

Please use crosswalks at all times while walking in the parking lot. Our Safety Patrol will be outside at drop-off and pick-up times to help ensure parking rules are followed and to assist pedestrians. They have been instructed to **insist** you use the crosswalks. Please be sure you set a good example for all the children by following this safety precaution.

## **EMERGENCY CLOSINGS**

### **I. Closings with Prior Warning**

In the event of a hurricane or other emergency school closing, we follow the Miami-Dade County School Plan. If Miami-Dade County Public Schools close, we will close. You may watch our local television channels 4, 6, 7 and 10, where the Miami-Dade County Public School status is broadcast. Depending on the nature of the emergency closing, the campus reopening date may differ from Miami-Dade County Schools. Please check your email and social media for reopening updates.

### **II. Emergency Closings During Normal School Hours**

If it becomes necessary to close the school during normal school hours due to an emergency, each class will go into lockdown mode during the first 60 minutes of the emergency and parents will be notified, if it is necessary for the students to be taken home. All students are to remain within the classroom they were in at the time of the emergency. After this time, any students remaining at school will be relocated to Knights Cafe and await pick-up.

## **SPORTS AND AFTER SCHOOL ACTIVITIES CANCELLATION PROCEDURES**

KCS will use the following procedures if sports or other after school activities have to be cancelled on short notice due to bad weather or circumstances beyond our control:



1. If you think an after school program might be cancelled, please call the school to confirm.
2. Please check your email regularly regarding any cancellations.
3. Students should be picked up at normal time or as soon as possible after the activity has been cancelled.
4. Any children remaining on campus will be signed into the aftercare program at no charge due to the inconvenience.

## **DIVORCED / SEPARATED FAMILIES**

Divorced and separated families are realities of life which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations when a non-residential parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a non-residential parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will be governed by these documents.
2. A non-residential parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the residential parent, which permits such custody.
3. If the actions of parent(s), residential or non-residential, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. When student activities require parental consent, the school will accept consent only from the residential parent, unless the authority to grant consent is given to the non-residential parent by a court order or comparable legal document.
5. In the event that parents have special legal arrangements for custodial rights of their child(ren), Kendall Christian School requires that the school have, on file, a copy of the court order(s) affirming these rights. Kendall Christian School cannot honor parent requests for "protection" without these legal forms.

These guidelines will be applied to further the mission of the school and the best interests of its students.

## **CHANGE OF ADDRESS**

The office should be notified immediately regarding **any** change of home address, telephone number, and/or the parents' place of employment and phone number. All pertinent information such as a change in doctor, dentist (their phone numbers), or a student's allergies should be made available to the school office. **Up-to-date information may make a difference in the welfare and care of your child in an emergency.**

## **COMMUNICATION PROCESS**

KCS wishes to work with the parents and students in a positive manner. Communication is critical to solve problems and concerns. KCS follows the Matthew 18:15-20 teachings.

1. Go directly to the person before involving anyone else.
2. If the situation is not cleared through direct contact, it is then brought to the school administration.

KCS has established many ways to keep the lines of communication open for our families.

1. The KCS website, [www.kendallchristian.com](http://www.kendallchristian.com), is a helpful resource.
2. RenWeb – Communication for academic grades
3. Phone and voicemail
4. Teacher and Staff E-mails
5. Conferences – Formal and informal (as needed)
6. Social Media – Instagram, Facebook, Twitter
7. A small bulletin board outside of each classroom also has sign-up sheets and reminders as well.

## **CONFERENCES**

We encourage parents to stay in regular contact with teachers. Conferences will be scheduled at the discretion of the teachers and the parents. Parents should not approach any KCS teacher in the parking lot, playground, or outdoor areas of the campus to discuss a child's progress without first making an appointment.

KCS reserves the right to have discretion on whether a second teacher (or school principal) should be present during the scheduled conference.

## **FACULTY AND STAFF EMAIL ADDRESSES**

All KCS faculty and staff can be reached by their school email address. The emails have been set up to help facilitate communication between parents and teachers regarding their child's progress in the classroom. **Please direct any questions or concerns regarding school policies or procedures to the office staff.**

To reach a faculty/staff member, use their first initial, last name, followed by [@kendallchristian.com](mailto:@kendallchristian.com). (For example: ttorralbas@kendallchristian.com). If you have any questions or difficulty contacting any of the faculty or staff by email, please contact the office.

## **LUNCHES AND SNACKS**

KCS will be offering hot lunch five days a week. The monthly menu is sent out by email and hard copies are available in the main office and preschool office.

If you choose to send your child's lunch, please provide him/her with a suitable lunch box, preferably one with insulation. The faculty is unable to heat or refrigerate lunches for students. **Do not send candy to school in the lunchbox.**

**KCS is a NUT-SENSITIVE school. Lunches and snacks containing nut products (Nutella, almond butter, peanut butter, etc.) are not permitted.**

Parents are encouraged to join their students for lunch on occasion; however, the parent and student may only eat at the picnic tables (by front office or preschool). This will help to protect the students from receiving shared foods that could potentially harm them due to allergies. The picnic tables are better suited for one-to-one bonding with your child. As always, all parents that wish to enjoy lunch time with their child must obtain a visitor's pass through the front office.

Children in preschool receive a snack provided by the parent. Grades Kinder through 5<sup>th</sup> grade should remember to bring a snack each day to eat during recess time.

Students who are missing or have forgotten their lunch will not go hungry. The office will attempt to reach you. However, if we are unable to contact you, your child will receive the hot lunch served that day. Your account will be billed \$10.00.

**Student lunches may not be warmed up using school microwaves.**

## **BIRTHDAYS**

Birthdays are exciting and important times for children. We enjoy celebrating birthdays with our students. In order to make these times memorable for our children, we will adhere to these policies:

1. Parents should notify the teacher at least three days in advance if you wish to bring a special treat to the classroom on your child's birthday.
2. Special treats may include cupcakes, cookies or snack-type items, but must adhere to the school's nut-sensitive policy. The treats will be served during snack or lunch time.
3. Party bags are permitted, if every child in the class receives one. No food or candy are permitted in the party bags.

4. Parents should not plan to distribute invitations to parties through the school. Invitations in backpacks get lost and children's feelings get hurt. **Your cooperation with this policy is necessary so no confusion or hurt feelings occur among our students.**

## **BOOK ORDER CLUBS & BOOK FAIRS**

KCS participates in several different book clubs and book fairs. This is provided as a service for parents to enable them to buy many good paperback books for their children at reasonable prices. We want to encourage children to read!

Sometimes the book clubs offer books with a message which is not in agreement with KCS or your family's teachings. We leave the decision of which books to purchase up to your family. This is a good opportunity for you to continue to teach your child(ren) discernment – choosing paths that are pleasing to the Lord.

Books not conducive to KCS mission and philosophy will not be allowed to be read during school time reading or used for book reports.

Please **label** each bag with the child's name. Tuesdays are the usual day for papers to be sent home. However, parents are encouraged to check their child's backpack each day for notices and other important information.

## **BACKPACKS**

Students are not permitted to have backpacks with wheels, lights, etc. Only 4<sup>th</sup> and 5<sup>th</sup> grade students who do not have lockers are permitted to have backpacks with wheels.

## **MESSAGES**

**Please call the school office for emergencies that may arise.** If you are going to be delayed, be assured that all children will be under the supervision of aftercare until they are picked up.

## **FIELD TRIP POLICY**

KCS seeks to provide educational activities for students during the school day both on- and off-campus. To better meet the educational needs of our students, teachers must plan activities that help students learn in situations that cannot be replicated within the school. Field trips are off-campus class outings intended to educate students and stimulate learning. The following guidelines have been adopted to help ensure that KCS students enjoy beneficial learning experiences and favorable recreation when they participate in field trips:

1. Written principal approval is needed at least four weeks before the event. Teachers will attempt to plan, communicate, and thoroughly organize each event. The principal may, on rare

occasion, waive one or more of these guidelines if there are compelling reasons to allow for such an exception.

2. Each teacher is responsible for drafting a field trip email/letter which will be sent to the parents AND for securing chaperones for the trip. Parent information should include a description of the details related to the trip. Names of parent chaperones should be submitted to the office manager for background checks at least one week prior to the field trip event.
3. Each teacher is responsible to inform AND confirm with specials teachers, lunchroom director, and the office manager of upcoming field trips.
4. Other Guidelines:
  - a. Every class party/activity and field trip (on or off campus) must be consistent with our mission statement and appropriate for a Christian school group.
  - b. Each class should go on the same field trip only once.
  - c. Field trips must be local and take place in Miami-Dade County unless approved by the Head of School.
  - d. Each field trip should have a distinct, educational purpose.
  - e. Only buses contracted from local bus companies approved by Miami-Dade County Public Schools Department of Transportation.
  - f. Always bring any needed medical supplies (Epi-pens, inhalers, etc.) and emergency contact numbers for your students.
  - g. The teacher should communicate the following policy to all chaperones for off-campus field trips.
  - h. Younger siblings are not to be brought on field trips.
  - i. All chaperones must have had an approved background check.
  - j. Chaperones should be informed of any students with severe allergies.
  - k. Chaperones should not bring or purchase special treats for the group they are supervising without first consulting the teacher in charge of the field trip or party.
  - l. Chaperones are asked to abide by the school dress code and dress modestly and appropriately for the field trip/activity/weather.
  - m. Overnight field trips must be scheduled at least six months in advance and be approved by the Head of School and the School Board.
  - n. All out of county overnight field trips require the involvement of a professional, educational travel company and must include travel insurance unless otherwise approved by the Head of School and School Board.

## **HOMEWORK POLICY**

The Kendall Christian School Board and staff recognize the educational value and importance of homework for students in all grades. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development and

reinforcement of the school's instructional objectives. It promotes self-discipline, offers additional reinforcement, and the opportunity to strengthen weak areas.

The assignment of homework strives to be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments will be recorded by the teacher and included in the evaluation of the student's progress. Missing homework will result in lower grades. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework.

## **I. Definition**

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

### **A. Practice**

Given to help students master specific skills; limited to material presented in class.

### **B. Preparation**

Given to prepare students to gain maximum benefit from subsequent lessons.

### **C. Extension**

Given to determine if students can transfer a skill or concept to another situation.

### **D. Creative**

Requires a student to integrate skills and concepts in the process of producing a response or product.

## **II. Student Responsibilities**

It is the responsibility of the student to complete assigned homework and to return the homework to the teacher at the assigned time. In order to accomplish this task, the student must learn to plan and budget the necessary study time. The student must seek additional clarification and assistance from the teacher, if needed. The assignment of homework helps students understand that learning is not just a classroom activity.

## **III. Parent Responsibilities**

Parents should recognize the important role of homework to the total instructional program of their child by:

**A.** Making themselves aware of the assignments and expectations of the school and the individual teacher.

**B.** Providing a suitable place and environment in the home for the completion of homework

assignments.

C. Helping their child plan and budget the appropriate amount of study time for the completion of the homework assignment.

D. Consulting with the teacher about any question relating to the homework assignment.

## **STUDENT CONDUCT**

### **I. Rules of Conduct**

Kendall Christian School recognizes that our chief purpose in life is to glorify God and to enjoy our relationship with Him. The rules for student conduct listed below provide a guideline that will encourage children to work toward that goal and promote the establishment of a safe learning environment for all.

#### **A. Respect People**

1. Students must, at all times, exhibit speech and behavior that demonstrates respect toward others, including teachers and principal, school employees, and fellow students.
2. Students may not have in their possession any annoying or dangerous items. These and any other items deemed disruptive or inappropriate for a Christian school setting will be confiscated and returned to the parents by the administration.
3. **Toys should not be brought to school except on special occasions as determined by the teacher.**
4. It is permissible for KCS students to have a cell phone at school. Cell phones can be helpful for the child, but also disruptive to the class. All cell phones must be off and in the students backpack. Infractions to this rule will result in phone confiscation. The parents will be required to pick it up in the classroom.
5. KCS does not condone harassment on our campus. No bullying is permitted at KCS (physical, verbal, cyber, or social). Possible expulsion may result. All students should report bullying to the KCS administration.

#### **B. Respect Property**

1. Students must care for school property and for personal items belonging to others. Students will be responsible for repair, replacement, and repayment for any malicious damage.
2. Lost library books and destroyed textbooks will be charged to each student and must be paid for by the end of the school year or at the time of withdrawal.
3. The school cannot accept responsibility for items lost or damaged; therefore, students may not bring to school items such as electronic games, headsets, radios, or other electronic devices.
4. Students are to walk, not run, on school property. Skateboards are not permitted.
5. Students are not to have gum, including Blow Pops or lollipops, at school.

6. School telephones are not available for student use except in the event of an emergency.

Violation of these school rules will result in disciplinary action deemed appropriate by teachers and principal. **At no time does Kendall Christian School practice corporal punishment.** Disciplinary action may include time-outs, detentions, phone calls to parents, parent conferences, suspensions, and expulsions.

## **STUDENT ETHICAL & MORAL CODUNCT**

### **I. Dishonesty**

All forms of dishonesty, such as **lying, cheating, and copying homework**, are unacceptable. Any student who demonstrates dishonesty at KCS will be subject to the following discipline:

1. The teacher will notify the principal.
2. The teacher will inform the parents.
3. The student will lose credit for the assignment, the quiz, or the test.
4. Additional consequences may be determined by the administration.

### **II. Substance Abuse**

Kendall Christian School expects all of its students to strive for good health of body, mind, and spirit because God expects it of all His people. Because all of us are at times tempted to abuse our bodies and minds, the school has established the following policy governing student use of controlled substances.

#### **A. Policy and Procedure Regarding Substance Abuse**

The policy covers students when on school premises, during school transportation to and from school, and at all school-related events.

1. At any events or on the school premises, students may not use or demonstrate the negative effects of prior use of controlled substances such as alcoholic beverages, illegal drugs, or any other substance whose effects endanger the student or others or reflect negatively on the Christian witness of the student or school.
2. No student may use, carry, or sell tobacco products while on school premises or at school events.
3. The parents of any student suspected of showing the effects of alcohol or illegal drugs will be immediately contacted and asked to come to the school for their child and to meet with the principal.
4. The administration will inform the Board if there is evidence of a student's substance abuse. This information will be kept in confidence while the administration ascertains the severity of the problem.
5. The administration may immediately suspend and ultimately, after review by the Board, expel a student whose confirmed substance abuse is judged to be detrimental to the health of the student and mission of the school.



### **III. Sexual Misconduct / Bullying**

Harassment of any student is prohibited and will not be tolerated. KCS will take the appropriate measures in response to any such reported incidents. Every good faith effort will be taken by KCS to fulfill the objectives of this policy.

KCS believes every student has the right to learn in an environment totally free of bullying, sexual harassment, ethnic/racial discrimination, or sex-oriented joking or epithets. Such conduct does not advance the purposes of our school and may subject KCS to legal exposure. Consequently, any student who engages in these prohibited behaviors will be subject to disciplinary action including suspension.

As a student of KCS, you must be aware that the issue of whether conduct constitutes bullying, sexual harassment or discriminatory conduct may depend on how that conduct is viewed by another student who is subjected to the conduct. The student who initiates or persists in this prohibited conduct assumes the risk in the event that the student who is the object of the conduct views it as offensive. The initiating student will be subject to penalties even if the conduct might not have been intended as offensive.

**Any student who believes he/she is the subject of, or is exposed to, sexual harassment or ethnic, racial, or discriminatory behavior or sexual joking or epithets, has the right to have such activity terminated immediately. Complaints should be directed to the principal.**

### **IV. Confiscated Material**

Clothing, magazines, books, tapes, games, toys or *websites*\* that contain inappropriate words or symbols, or which promote a lifestyle not consistent with Kendall Christian School teachings, will not be permitted on campus. If a child is found possessing these materials, or viewing and/or printing pages from inappropriate websites, the principal will be notified and a conference will be arranged with the parents. Parents may claim any properties that belong to the child after speaking with the principal. Depending on the severity of the infraction, the student may be issued a detention, suspension, or possibly expelled from Kendall Christian School.

**\*Websites:** KCS has installed a filtering software program to provide the Computer Lab with selected internet access. This service offers the benefits of the internet to students while protecting them from accessing inappropriate web pages. The internet is available in the Computer Lab, library and the classrooms, and is always under staff supervision.

However, knowing that there could be a remote avenue for a student to find inappropriate material, we have taken into consideration consequences for violating our standards. Opening any inappropriate web page will be handled as we handle any “confiscated material.”

## **DISCIPLINARY ACTION**

### **I. Detention**

Infractions of the student conduct code may result in the issuance of detentions. The guidelines noted below will provide parents information on the KCS system of detentions.

#### **A. Procedure**

1. Before issuing detentions, teachers will attempt to correct student misconduct through the use of verbal corrections or phone calls to parents.
2. After school detentions will generally be served in the child's classroom. Parents will be notified of detentions.
3. More serious, disciplinary infractions may result in detentions being served in the office during or after the school day.
4. Detentions must be served on the date scheduled. **Failure to serve detentions on the assigned date will result in the detention time being doubled.** Failure to serve a detention completely after it has been doubled will result in a **suspension.**

### **II. Suspension**

Flagrant misbehavior will result in a student's suspension from the KCS campus. The duration of the suspension will be determined by the severity of the student's action.

#### **A. Procedure**

1. Serious incidents of student misconduct will be brought to the attention of the principal.
2. The principal will collect information from teachers, students, or school parents to determine if a situation warrants a suspension.
3. The principal will notify the parents of the student being suspended and will arrange for a parent conference.

#### **B. Consequences of a Suspension**

1. Students are not permitted to complete assignments and to make up any quizzes or tests missed during a suspension.
2. Students incurring more than two suspensions in one academic year may be recommended to the School Board for expulsion.

### **III. Expulsion**

The KCS Board reserves the right to expel any student for repeated conduct that is not conducive to a Christian school environment.

KCS will generally utilize the steps noted under headings "Detention" and "Suspension" before recommending a child for expulsion.

Before a student is expelled, the KCS administration will confer with teachers, parents and members of the School Board. **The KCS School Board is the final authority on matters of expulsion.**

### **IV. Corporal Punishment**

Kendall Christian School does **not** use corporal punishment as a method of disciplinary action. Our discipline guidelines are shaped through the use of verbal communication with the child and the teacher/principal conference(s) with the child's parents as needed.

**Updated 09/16/21**

P.E. FIELD

K1 Playground

K3 B 11	M 12 K3 C	13 K3 D	14 Science	15 4th Grade	16 5th Grade	Table of Seating Chart	SERVING	KITCHEN	W M 19	K2 D	K2 C 20	K2 B 21B
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PLAYGROUND

10 Art Room	9 K3 A	8 K4 B	7 K4 A	6 RESOURCE	5 K3 B	4 K3 A	3 3rd Grade	2 2nd Grade	1 1st Grade	COVERED PICNIC AREA	COURTYARD	K4 C 17	K4 D 18	DINING HALL	MEDIA CENTER	Infants B 27	Infants A 25	Preschool OFFICE 24	K2 A 21A	K1 B 21B	K1 C 21C	K2 B 22B	K2 A 22A	23 K1 A
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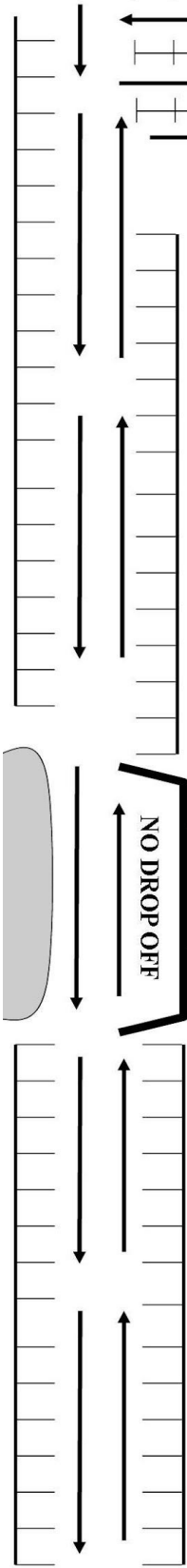
P.E. COURTS

DROP OFF

PASTOR'S OFFICE	RESOURCE ROOM	CLERIC	PRINCIPAL'S OFFICE	SCHOOL OFFICE	W	M	PATIO	LOBBY	SANCTUARY	K2 Playground
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OUTER ROOM	YOUTH ROOM	K5 C FINANCIAL OFFICE	CHURCH OFFICE	K5 B FINANCIAL OFFICE	SCHOOL OFFICE	W	M
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NO DROP OFF



SW 112TH STREET